

OFFICIAL

CLASSIFICATION

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DISPATCH

TO Chief, <input type="text"/>		<del>CONFIDENTIAL</del>		INFORMATION ADDRESSEE	
FROM Chief, Finance Division					
SUBJECT GENERAL - Administrative <input type="text"/> - Bonding of Individuals		HEADQUARTERS FILE NO.		DISPATCH SYMBOL AND NO. DATE 21 OCT 1957	

REFERENCE(S)

**ACTION REQUIRED:**

1. Current organization policy requires that field personnel in the following categories be bonded under the position schedule bond;

- a. Certifying Officers
- b. Finance Officers
- c. Other finance personnel having access to or responsibility for the control and disbursement of funds.
- d. Chiefs of Class B Stations and Bases.

2. It is, accordingly not necessary for the Logistics Officer to be bonded. The Contract Employee assigned to the Finance Office should, however, be bonded if her duties require that she have access to official funds or is charged with responsibility for the custody and control of official funds. In this connection, it is the view of Headquarters that Contract Employees should not ordinarily be utilized in positions wherein they will be required to assume responsibility for official funds. Such responsibility should ordinarily be limited and assigned to Staff Employees.

**Distributions:**

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On 25 Nov 57

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AUTHN

Chief, Finance Division    Commo/Reg    Comptroller    Director of Communications